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*Permitting Requirements*  
*Tenant Improvement*

Welcome to the City of Maple Grove. To help make your building experience run as smoothly as possible, we have enclosed the forms required for building permit application submittals. Please complete the Building Permit application and Certification of Occupancy application and submit along with three (3) signed and sealed sets of plans by the appropriate design professional (ie. Architect or Engineer). The plans should be submitted to Becky Roy of the Building Division at the City of Maple Grove Government Center.

**Commercial plans are reviewed per the following codes:**

- ◆ 2012 International Building Code (IBC) with MN Amendments
- ◆ 2015 International Fire Code (IFC) with MN Amendments and City Ordinance
- ◆ 2015 Minnesota Mechanical Code 1346.
- ◆ 2015 MN Fuel Gas Code
- ◆ 2009 MN Plumbing Code
- ◆ 2009 MN Commercial Energy Code & ASHRAE Standard 90.1-2004
- ◆ 2014 National Electrical Code
- ◆ 2015 MN State Accessibility Code Chapter 1341 including Chapter 11 of the 2006 IBC
- ◆ MN codes listed at Website: <http://www.doli.state.mn.us/CCLD/Codes.asp>

**Plan Review Time**

- ◆ Commercial/Industrial New Construction – 5-8 Business Days
- ◆ Tenant Improvement/Remodel – 3-5 Business Days
- ◆ Apartments – 7– 10 Business Days

No building permit will be issued with SAC determination being received by the City and if applicable, Hennepin County Health approval.

**General Notes:**

- Code Analysis is Required
- SAC Charges to be determined by Metropolitan Waste. All applications are required to submit prior to the issuance of a building permit by the City of Maple Grove. See attached SAC brochure.
- Establishments retailing **any** type of food items will need Hennepin County Health for approval prior to the issuance of a building permit by the City of Maple Grove.

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Hennepin County Environmental Health is the licensing authority for all retail food operations in Maple Grove. This includes restaurants, groceries, bakeries, and meat markets. A license is also required for all other types of businesses that sell or give food to the public incidental to their main operation. A plan review and approval and pre-opening inspection by Hennepin County Environmental Health is required before bringing any food into a new operation. The plan must include the layout, arrangement, mechanical, plumbing, and electrical plans, a finish schedule, locations, size and type of equipment and cut sheets for all food related equipment. These must be submitted to Hennepin County Environmental Health at 1011 South First Street, Suite 215, Hopkins, MN 55343, along with a plan review application and plan review fee; information and application from Hennepin County is enclosed in this packet. If you have questions please call 952-351-5200. You may speak to the licensing clerk or the inspector on call.

Attachments Include:

1. Building Permit Application
2. SAC Brochure
3. Code Analysis Requirements
4. Commercial Certificate of Occupancy application for a tenant in a new space or Business Certificate application; this application is required to be completed if the for a previously occupied space. If the space is a “new” tenant finish please refer to the Commercial Certificate of Occupancy application.

All submittals shall be sent to Becky Roy at 12800 Arbor Lakes Parkway, Maple Grove. If you have any questions please do not hesitate to call at 763-494-6062 or email at [broy@maplegrovmn.gov](mailto:broy@maplegrovmn.gov)

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